



U.S. Department of Agriculture

Personnel Security Bulletin #02-07

Subject: Disposition of Dormant Personnel Security Actions

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Agriculture

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Subject: Currently, The Office of Crisis Planning and Management's (OCPM) Personnel Security Division has a significant number of dormant or otherwise inactive personnel security cases in hand. These are cases where OCPM is awaiting additional information or materials from either the Mission Area or the employee or contractor being investigated.

Issue: OCPM is in possession of a significant number of personnel security cases where we have been unable to obtain missing materials or information needed to complete the background investigations and/or successfully adjudicate the case. This *Personnel Security Bulletin* provides a framework for closing out and disposing of dormant personnel security cases.

Date Issued: September 1, 2002

Effective Date: October 1, 2002

Scope and Effect: This is an internal advisory document for use by USDA personnel involved in implementing USDA's personnel security program

Supersession: This Bulletin does not supercede any previous guidance issued.

New Procedure: Effective October 1, 2002, DA will return to Mission Areas cases that remain dormant or otherwise inactive for 30 calendar days after OCPM has made repeated attempts to collect missing information or materials. These cases will be closed without any further action. With respect to national security clearances, dormant cases will be closed and no clearance issued. With respect to public trust positions, cases will be closed and no determination of suitability will be made.

When additional information or materials are needed, OCPM promptly contacts the Mission Area or subject directly, depending on the specific needs. A request is made to take the necessary action to correct the deficiency. If after 14 calendar days the matter remains unresolved, OCPM sends a deficiency notice to the Mission Area describing the required correction actions. At this point, the case is considered inactive and no further action will be taken. Cases that remain inactive for 30 days will be returned to Mission Area with a cover letter along with a copy of the Deficiency Notice and the personnel security paperwork.

If OPM has already scheduled the investigation, the Mission Area will be charged for the investigation in accordance with OPM's fee schedule. In cases where OPM has not scheduled the investigation, the request for service will be returned to the Mission Area and no fee will be assessed.

Once an inactive case is returned to the Mission Area, a new *Request for Personnel Security Services* will be required if the case is resubmitted. In addition, OPM will assess any addition investigation fees as prescribed in the OPM investigation fee schedule.

Exception(s) to this
Procedure:

Unless a Mission Area contacts OCPM concerning specific inactive cases, OCPM will apply this procedure to all dormant cases.

Background:

As the personnel security workload has increased, there has been a corresponding increase in the number of inactive personnel security cases. It is essential to the continued efficient operation of both OCPM and OPM that these cases be closed in a timely and consistent manner.

Further Information: For further information, please contact OCPM's Personnel Security Division at 202 720-7373.
